



State of California

# Employment Training Panel

Arnold Schwarzenegger, Governor

January 28, 2009

Mr. Vik Sahni, Principal  
JD Engineering  
905 Dell Avenue  
Campbell, CA 95008  
[Vik@jdeng.com](mailto:Vik@jdeng.com)

**TRANSMITTED VIA EMAIL**

Dear Mr. Sahni:

**RE: FINAL MONITORING REPORT for JD ENGINEERING, ET07-0240**

Date of the Visit:	12/8/2008 desk review
Date of Last Visit:	6/25/2008 via desk review
Persons in attendance:	Representatives; Analyst, ETP
Action Required:	No

## **CONTRACT INFORMATION:**

Term of Agreement:	12/27/2006 – 12/26/2008	Agreement Amount:	\$168,480
Training Start Date:	12/27/06	No. to Retain:	60
Date Training must be Completed:	9/26/2008	Range of Hours:	24 - 160
Type of Trainee:	Retrainees	Weighted Ave. Hours:	108

## **FINAL REPORT SUMMARY:**

### **• HISTORY OF AGREEMENT CHANGES**

There were no changes made to your Agreement.

### **• PERFORMANCE OVERVIEW:**

#### **• Barriers experienced in implementing the ETP project?**

The company did not experience any barriers. It set out to deliver all of the training in a concise format so as not to impact production demands.

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[www.etp.ca.gov](http://www.etp.ca.gov)  
ETP (04/15/05)

- *Problems and/or issues, if any, with ETP record keeping?*

You subcontracted with Ms. Sallyanne Monti, Consultant, to administer your ETP Agreement. She didn't experience any issues.

- *Company benefits from the ETP training?*

The ETP funded training assisted the company in providing workers the skills necessary to achieve ISO Certifications and new manufacturing skills which allow the company to expand into the aerospace and various other industries.

***Breakdown of earnings:***

JD Engineering records show that 35 trainees completed training and the 90 day retention period (58% of planned retentions). JD Engineering earned \$145,600 (86% of the encumbered total \$168,480). All invoices have been submitted and reimbursements have been made by ETP's Fiscal Unit.

**PROJECT STATUS PROVIDED BY THE CONTRACTOR:**

Trainees Started Training:	49	Completed Training:	35
Dropped Following Enrollment:	14	Completed Retention:	35
Completed Minimum Hours for reimbursement:	35	In Retention Period:	0

The company representative reports that it had to drop 14 trainees from its training plan due to voluntary separations and a reduction in work hours, from full-time to part-time work.

**INVOICES:**

There are no outstanding invoices.

**AUDIT:**

JD Engineering will be notified in writing if this agreement is selected for an audit, conducted either at your site (field audit) or by telephone (desk audit or "review"). The Audit Notification and Audit Confirmation letters will be sent in advance to allow ample preparation time and will include a list of documents that will be examined by the auditor. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

**RECORD RETENTION:**

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

If you have any questions or comments regarding this report, please contact Anna Nastari at (650) 655-6941 or at [anastari@etp.ca.gov](mailto:anastari@etp.ca.gov) within ten (10) working days from receipt of this report.

Sincerely,

A handwritten signature in black ink that reads "Creighton Chan". The signature is fluid and cursive, with the first name "Creighton" being more prominent than the last name "Chan".

Creighton Chan, Manager  
San Francisco Bay Area Regional Office

A handwritten signature in black ink that reads "Anna Nastari". The signature is cursive and somewhat stylized, with the first name "Anna" being more prominent than the last name "Nastari".

Anna Nastari, Contract Analyst  
San Francisco Bay Area Regional Office

cc: Ms. Sallyanne Monti, Consultant, [sallyannemonti@yahoo.com](mailto:sallyannemonti@yahoo.com)

Kulbir Mayall, Fiscal Manager  
Master File  
Project File

Date report mailed to Contractor 2/2/09